

Transcription services in NYC

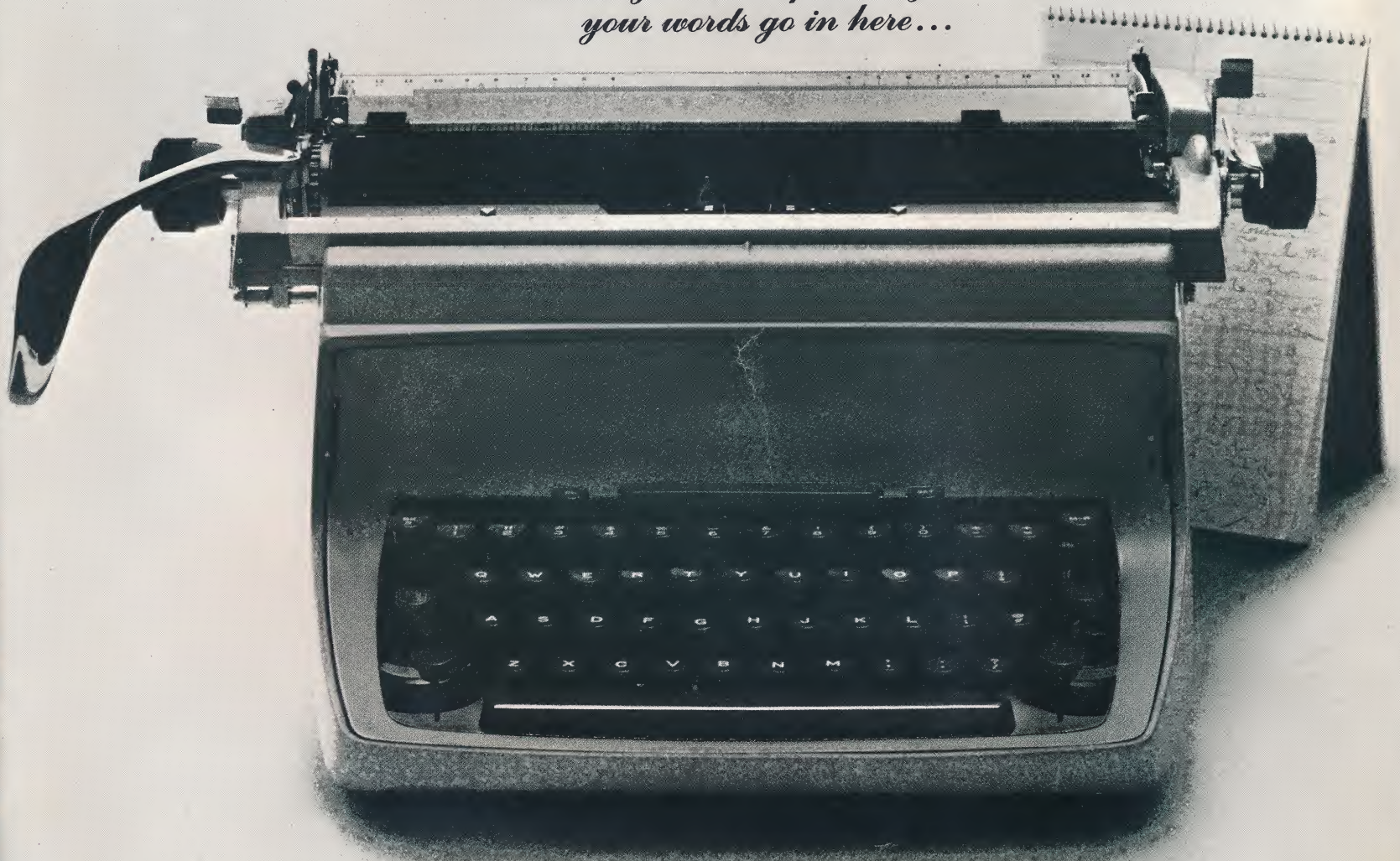
E.T.
1123 BROADWAY
NEW YORK, N.Y. 10010
Room 1100

NEW YORK'S LARGEST
TRANSCRIBING SERVICE



Mr. Theodor Nelson
Vassar College
Poughkeepsie, New York

*Are you tired of having
your words go in here...*



and come out too slowly?
Too costly? Misspelled and messy?



*Give us your dictated material.
We'll return it in 24 hours.* Typed on your letterhead.
Accurately. Neatly. At a reasonable cost.*



This is the transcribing and typing service now used by giant corporations and one man firms -- to save money and to get additional typing help for reports, correspondence, anything.

1. You Get A Dictating Machine

A sleek, pushbutton machine. Clean and compact. Easy to use. With all the tapes you need. And there's absolutely no charge for any of this. Nor any obligation: You sign no contract. You use this guaranteed service only as long as satisfied.

2. Dictate Correspondence, Reports, Anything Else

Whenever it's most convenient for you -- at home, office, on trips -- you can dictate anything from a brief business letter to complex technical reports. Do you have special needs? Name them. Pet hates? Tell us. Your work is done to your personal specifications.

3. No Charge, 24 Hour Pick Up And Return Service

Each day, at a convenient time for you, a staff messenger calls for your dictation and returns the previous day's work. (We do not use "pick-up" messenger services -- because we consider your material our sole responsibility from the moment it leaves your hands.)





4. Same Skilled Secretary Assigned To All Your Work

Probably you have special tastes. Your work requires specific knowledge. That's why we assign the same secretary to do all your work. Selected because she has experience or interest in your field, she becomes familiar with your special requirements. Assures you of consistently superior work.

5. Every Word You Dictate Is Checked Twice

Thirty years' experience has taught us this is the best way to assure you of satisfaction. One check is made by the specially-trained secretary herself. Next check: by Coordinating Supervisor, who has many years' background in serving top executives.

6. All This—And You Reduce Letter Costs

You pay only for what you dictate. A low, per-line fee gives you one original and one carbon -- plus extra carbons for a small (2¢) fee. Absolutely no other charges. Avoid office expenses that add costs to every letter. Get more done without adding to your payroll.

*More Than 800 Companies
Are Now Using Our Services
To Secure These Benefits:*

Ease Peak Periods

You get an organization, not a girl. And you pay for what is produced, not the high hourly rate of "temporaries."

Reduce Overhead

Your letters cost a stable per-line rate. You're spared hidden costs of overhead, fringe benefits, etc. that come with your own staff.

Step Up Efficiency

Our superbly trained secretaries give you better results -- and set quality standards for your own staff! You benefit two ways.

Fill Vacation, Absence Gaps

Avoid morale problems -- and overtime pay! -- for regular personnel who ordinarily must "double up" when staff is short.

*And Now An Additional Benefit For
Our Accounts—Xerox Copying Service*

As an added convenience, we are providing this cost-shaving, time-saving service to help solve your paperwork problems. This new department's equipment will copy anything that is written, typed, stamped, or drawn. Our superb 914 Xerox Copier can handle bound books or single sheets. It can even give you black-and-white copies of hard-to-reproduce colors. You get as many copies as you want -- and they look almost as good as the original. Sometimes better.

One Number To Call
AL 5-9050
Or One Card To Mail

*...For The Largest Transcribing
Service In New York*

Our four companies provide transcription specialists for specific needs of more than 800 organizations in law, medicine, general business, insurance, advertising, many others. 'Phone or write today; we'll direct you to the service especially designed for you.

*Dicta-Aid
Service*

*Executive
Transcribers*

*Mechanical
Secretary*

*Office Aid
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